

30 April 1984

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Science and Technology

FROM:

Chairman, Fine Arts Commission

SUBJECT: Federal Design Improvement Program

1. President Reagan has established a Presidential Design Awards Program to "recognize successful achievements in federal design and inspire standards of excellence throughout the government." Various categories of design are included in the program, including among others architecture, engineering design and graphic design. It is the latter category which offers perhaps the greatest opportunity for recognition of designers in CIA, although I do not mean to preclude applications from or on behalf of designers in other fields.

2. The rules require that the work must have been completed and in use between January 1, 1974 and January 1, 1984. Regrettably, this precludes consideration of the handsome design of the new extension of our Headquarters Building. Perhaps next time.

3. I am sending application forms to you for distribution in the components of your directorates where design work of one kind or another takes place, and urge you to encourage individuals and units to identify particularly noteworthy examples of design for possible nomination. We have some remarkably talented designers in CIA, and they should be given every opportunity to achieve the kind of professional recognition which this program affords. If you need additional application forms, please let me know.

4. The program is designed to honor not only specific individual examples of good design, but also programs which encourage and have generated significant improvements in design. Thus there is also an opportunity here to give recognition to managers who have made excellence in design the standard for their organizations.

5. Applications must be received by the National Endowment for the Arts by 16 July 1984. No Agency screening of entries is planned, but I would appreciate it if a Xerox copy of each completed application form could be sent to me for FAC records. Entries may be submitted directly to the National

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Endowment at the address given in the application brochure, but before they are sent they should be reviewed at the office or directorate level to ensure that they do not contain any inappropriate or classified information.

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Attachment:  
As Stated

cc: ExDir (w/att.)  
SSA/DDA (w/att.)

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FAC: [ ] (30 Apr 84)

Distribution:

Orig - addressee

1 - FAC Files

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MEMORANDUM FOR: DDA

Harry,

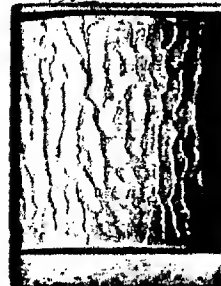
I have signed copies of this memorandum for the DDI and the DDS&T but I am sending them to you in case you decide you would like to handle this matter in some other way. If my approach is acceptable, please send on the other memos. (A copy for SSA/DDA is also included, in lieu of one to the DDO.)

Date

30 April 1984

FORM 5-75 101 USE PREVIOUS EDITIONS

*File  
National  
Endowment*



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